

DATE: _____

**INSTRUCTIONS FOR COMPLETING THE WOLFS-109,
Request for Taxpayer Identification Number & Certification, FORM
(the State of Wyoming's substitute for the IRS Form W-9)**

The State of Wyoming is required to file an information return with the Internal Revenue Service (IRS) and must get your correct Taxpayer Identification Number (TIN) to report, for example, income paid to you. The IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return.

The Internal Revenue Service considers a Taxpayer Identification Number (TIN) as incorrect if either the name or number shown on an account does not match a name and number combination in their files or the files of the Social Security Administration (SSA).

The State of Wyoming must have a properly completed WOLFS-109 form on file at the Wyoming State Auditor's Office before payment can be disbursed. Completion of the WOLFS-109, Request for Taxpayer Identification Number & Certification, form:

OWNERSHIP TYPE THAT APPLIES TO YOU OR YOUR BUSINESS: Vendors may check **only one** box.

NUMBER, OFFICIAL TAX REPORTING NAME and BUSINESS, TRADE OR "DBA" NAME:

The Taxpayer Identification Number (TIN) is always a 9-digit number and can be a Social Security Number (SSN) assigned to an individual by the Social Security Administration or an Employer Identification Number (EIN) assigned to a business and other entities by the Internal Revenue Service. Your name and TIN should be the same as used for tax filing purposes.

Individual

- For individuals, the TIN is generally a social security number (SSN).
- **OFFICIAL TAX REPORTING NAME** - enter the name exactly as it is shown on your social security card. If you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, "-" (hyphen) and your new last name.

Sole Proprietor - includes one-member Limited Liability Company (LLC)

- A sole proprietor must furnish his or her individual name and either his or her SSN or the EIN for his or her sole proprietorship. If you are a sole proprietor and you have an EIN, you may enter either you SSN or EIN. However, the IRS prefers that you use you SSN.
- **If using a SSN:**
OFFICIAL TAX REPORTING NAME - enter the name exactly as it is shown on your social security card.
BUSINESS, TRADE OR "DBA" NAME - you may enter your business, trade or "doing business as (DBA)" name.
- **If using an EIN:**
OFFICIAL TAX REPORTING NAME- enter the name as shown on required Federal tax documents.
BUSINESS, TRADE OR "DBA" NAME - you may enter your business, trade or "doing business as (DBA)" name.

Partnerships and Limited Liability Company (LLC) with two or more members

- Partnerships and if the owner of a LLC is a corporation, partnership, etc., enter the EIN.
- **OFFICIAL TAX REPORTING NAME** - enter the name of the corporation, partnership, etc. as shown on Federal tax documents.
- **BUSINESS, TRADE OR "DBA" NAME** - you may enter any business, trade or "doing business as (DBA)" name.

Corporations

- If you are a corporation enter the EIN of the business as shown on required Federal tax documents.
- **OFFICIAL TAX REPORTING NAME** - enter your business name as shown on required Federal tax documents.
- **BUSINESS, TRADE OR "DBA" NAME** - you may enter any business, trade or "doing business as (DBA)" name.

Other Entities

- If you are a public entity (such as a state or local government, school district), association, club, religious, charitable, trust, estate or educational organization enter the EIN of the organization as shown on required Federal tax documents.
- **OFFICIAL TAX REPORTING NAME** - enter your business name as shown on required Federal tax documents.
- **BUSINESS, TRADE OR "DBA" NAME** - you may enter additional organization names or "doing business as (DBA)" name.

ELECTRONIC FUNDS TRANSFER (EFT)

Electronic Fund Transfer (EFT) is the preferred method of payment for all payees receiving payments from the State of Wyoming. EFT saves the State money and is more efficient for the payee.

EFT allows for payments to be credited to the payee's designated account electronically similar to an employee's direct deposit of payroll. Payments are more predictable, with no delays to the payee. Remittance information is transmitted to the vendor bank and is provided to vendors on their bank statements. This remittance information can also be accessed via the Internet at the State Auditor's web site at

<http://sao.state.wy.us/eft.htm> .